



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

REQUEST FOR PROPOSAL THE PROVISION OF PEST CONTROL SERVICES AT THE CUSTOMS AND EXCISE BUILDING, GOVERNMENT CAMPUS PLAZA, AJAX STREET, PORT OF SPAIN FOR A PERIOD OF TWO (2) YEARS

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE PROVISION OF PEST CONTROL SERVICES AT THE CUSTOMS AND EXCISE BUILDING, GOVERNMENT CAMPUS PLAZA, AJAX STREET, PORT OF SPAIN FOR A PERIOD OF TWO (2) YEARS.**

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72102106 - Rodent Control.

INSTRUCTIONS FOR ACCESSING REQUEST FOR PROPOSAL (RFQ) PACKAGE

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To register or access the E-Tender System go to <https://udecott.etenderworld.tt/login.php>. Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or etenderhelpdesk@udecott.com.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held via **Microsoft Teams** on **Thursday March 21, 2024 at 2:00 p.m.** A **Site Visit** will be held on **Thursday March 21, 2024 at 3:00 p.m.** starting at starting at the Ground Floor Entrance of the Customs and Excise Building, Ajax Street, Port of Spain. Interested parties are kindly asked to confirm their availability, together with the **names and preferred email addresses** of their representatives who will be in attendance, via email to tenders@udecott.com.

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFQ and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

The deadline date for submissions is **April 17, 2024 at 2:00 p.m. (AST) via the E-Tender Platform.**

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFQ.

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

THE PROVISION OF PEST CONTROL SERVICES AT THE CUSTOMS AND EXCISE BUILDING, GOVERNMENT CAMPUS PLAZA, AJAX STREET, PORT OF SPAIN FOR A PERIOD OF TWO (2) YEARS

What is the purpose of this Request for Quotation?

The purpose of this Request for Quotation is to identify and contract a suitably qualified and experienced contractor with the specialised expertise necessary to undertake the Project.

Are Proponents required to purchase the RFQ package?

There will be no cost for the RFQ package.

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>. Proponents are required to apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72102106 - Rodent Control.

What is the Location of the site?

The Site is located at **The Customs and Excise Building, Government Campus Plaza, Ajax Street, Port-of-Spain**

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however provide a greater understanding of the requirements of the RFQ.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the Services, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable),
- Submission of valid statutory clearance/compliance certificates, namely;
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Proponents required to submit a Bid Bond with their Proposals?

No Bid Bond is not required for this RFQ.

What is the recommended team composition?

At a minimum, the proposed team should comprise the following:

1. Supervisor/Team Lead (1 No.)
2. Skilled Worker (1 No.)
3. General Worker/Assistant (1 No.)

Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Quotation.

Description of Services

SCOPE OF WORKS **PEST CONTROL** **Customs and Excise Building** GCP, Ajax Street, POS

A. SCOPE

1. Pest Control Services shall be provided for Two year [24 months] for the extermination of Rodents, Cockroaches, Ants, Termites, Flies and other crawling and flying insects to cover approximately 159,000 sq ft of space at the Customs and Excise Building, GCP, Ajax Street Port of Spain.
2. The treatments should also address the prevention and reappearance of all pests.
3. Monthly Service treatments will be applied to the following areas:
 - Kitchens/pantry areas.
 - Restrooms.
 - Manholes and cable tunnels.
 - Basement area
 - Dumpster area
 - Storage rooms
 - General office spaces
 - External areas around building
 - Electrical and Mechanical rooms
 - Stairwells
 - Roof
 - All other areas as required
4. The contractor shall be responsible for the provision of all pesticides, materials, equipment, labor; supervision, transport and insurances for the execution of the works.
5. The contractor shall provide MSDS (Material Safety Data Sheet) of all pesticides which are intended for use within the scope of these services.
6. Only those rodenticides/pesticides/chemical agents, which have been registered by the Environmental Protection Agency of the United States of America, and The Pesticides and Toxic Chemicals Control Board of the Ministry of Health of Government of Trinidad

& Tobago and other agencies having authority in this field, will be used. The contractor will strictly adhere to all pesticides label requirements, laws, and regulations.

7. All work shall be carried out with the best trade practices, with workers skilled in the type of work and by observing and complying with the local health requirements and all applicable regulations, codes, standards, and ordinances.
8. All monthly spraying shall be carried out during the week during normal working hours. A list of names is to be provided and a schedule of times for the various pest control activities must be given two (2) days in advance to arrange security clearance and access to the buildings.
9. The contractor shall prepare a layout of the facility identifying the areas where rodent control would be applied at the start of the contract.
10. The contractor shall prepare and furnish to UDeCOTT a copy of a "Commercial Service Inspection Report", with each service performed and shall complete all relevant documents provided by UDeCOTT's Representative as required. This report shall be signed off by the respective UDeCOTT's Representative and shall reflect housekeeping conditions, storage conditions, insect and rodent activity, corrective and preventative treatments, and documentation of pesticides and amount used.
11. All rodent control placements in the area scheduled for service shall be inspected. Bait materials shall be maintained in a fresh, attractive bait stations; rodents will be removed from traps, and glue stations shall be replaced as necessary.
12. Preventative insect control shall be applied to potential sites of infestation in the area scheduled for service. Note that termite treatments shall only be done as required on a spot treatment basis and a rate shall be given for this service.
13. When pest infestation requires additional services to maintain an acceptable level of control, the contractor will provide additional service. These visits will be made promptly and at the Contractor's expense.
14. The contractor shall make special recommendations and suggestions for the control of any pest activity that is not included in the scope of these specifications.
15. Mosquito control shall be done only if specifically requested and a rate per floor shall be given for this service on a weekend.
16. Termite control shall be done only if required and a rate per square foot shall be given for this service.

CMMS System Requirements:

17. For all preventive maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the preventive maintenance work.
18. The contractor must be able to receive scheduled work orders and submit quotations via email.
19. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
20. All completed work being invoiced for must be supported by the contractor's service reports containing our work order numbers. Please note if our work order numbers are not included in the contractor's service reports, the invoices will not be processed.
21. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
22. The contractor can only invoice for work completed with a valid work order number.